



Indiana Department of Correction
Community Transition Program
Community Re-Entry Centers
Work Release Sites

Escape / Walk Away and Emergency Reporting Procedures

As established by Executive Directive #08-50, all escape / walk aways and emergencies from Community Transition Programs (CTP), Community Re-Entry Centers (CRC), and Work Release Sites are to be reported through the Re-Entry division of the Indiana Department of Correction (IDOC).

This document will outline the procedures noted above.

Escape / Walk Away

Definition:

- Intentionally fleeing lawful custody or intentionally failing to return to said lawful detention following an authorized leave.
- Escapes from CTP, CRC or Work Release will be considered a "Walk Away".

Reporting Procedure: (Contacts will all be listed on the "Contact Page")

When you learn of an escape / walk away, immediately follow your agencies Standards of Procedure for escape / walk away. Once procedures are initiated, immediately or no later than 2 hours from incident:

Call 24 / 7

- Primary: Re-Entry Major
- Secondary: Assistant Director of Re-Entry
- Third: Director of Re-Entry

Report the following via E – Mail to:

- Re-Entry Major
- Name of Agency
- Name of Reporting Staff Member
- Name of Escape / Walk Away
- DOC Number of Escape / Walk Away
- Time Escape / Walk Away was discovered
- Committing Court
- Sentence Number and Crime
- Escapee / Walk Away Term and OutDate
- Escapee / Walk Away Last Known Residence
- Description of Escapee / Walk Away
 - Sex
 - Race
 - Height
 - Weight
 - Hair Color
 - Complexion
 - Scars, Marks or Tattoos
- Warrant # for CTP and Community Correction Work Release Sites
- Time IDOC RDC was contacted for DOC Warrant for CRCs
- Name of Policing Agencies notified and time of notification.

Escape / Walk Away - Incident Report and Write Up

As soon as the incident Report and Write Up has been completed:

Report via E-Mail to:

- Re-Entry Major

Emergency

In the event of an emergency, follow your agencies Standards of Procedure for the nature of the emergency. If support from your local policing agency or emergency response team is needed contact them prior to contacting the IDOC.

Once your agency emergency protocols have been initiated:

Call

- Primary: Re-Entry Major
- Secondary: Assistant Director of Re-Entry
- Third: Director of Re-Entry

Emergency - Incident Report and Write Up

As soon as the incident Report and Write Up has been completed:

Report via E-Mail to:

- Re-Entry Major

Medical Emergencies

If an Offender has a medical emergency and needs immediate attention, activate the **E**mergency **M**edical **S**ervices (EMS) by dialing 911 or transport to a medical facility with emergency capabilities. Do not waste time with medical emergencies by calling the Indiana Department of Correction first. After 911 has been notified:

Call

- Primary: Re-Entry Major
- Secondary: Assistant Director of Re-Entry
- Director of Re-Entry

Medical Emergency - Incident Report

As soon as the incident Report has been completed:

Report via E-Mail to:

- Re-Entry Major

Escape / Walk Away and Emergency Contacts

Re-Entry Major

Kevin Davis

(317) 518-6949

ksdavis@idoc.in.gov

Assistant Director of Re-Entry

Jim Cox

(317) 605-1374

jcoxjr@idoc.in.gov

Director of Re-Entry

David Burch

(317) 417-4791

dburch@idoc.in.gov

Work Release Movement / Offender Transport

Jim Wynn

(317) 409-6344

jwynn@idoc.in.gov

CTP Movement / Offender Transport

Lina Presley

(317) 694-2543

lpresley@idoc.in.gov